Hours Not Worked
Performance Improvement
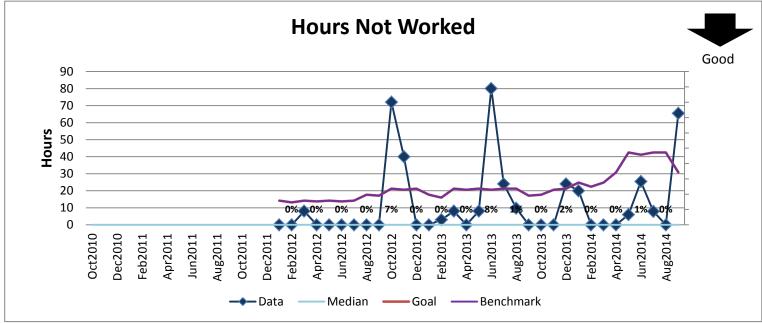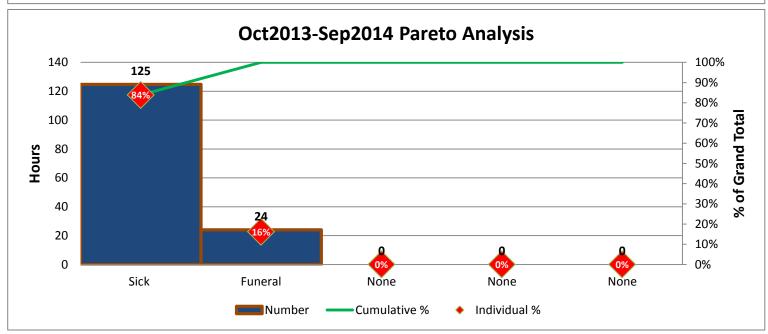
LouieStat

KPI Owner: Daro Mott | **Process: Time & Attendance**

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: Calendar Year 2013 1.33% (157 Hours)	Data Source: P-Soft Payable Time	Plan-Do-Check-Act Step 4: Generate and prioritize potential solutions
Goal: Compared to a baseline of 1.33%, hours not worked will not exceed 2% of total hours worked in FY15 (July2014-June2015)	Goal Source: OPI Scope Summary	Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays)
	Benchmark Source: Bureau of Labor Stats	Why Measure: Better understand culture impact on employee attendance
Benchmark: 2%		Next Improvement Step: Determine what needs to be done to address high sick leave consumption.

How Are We Doing?

Oct2013-Sep2014 12 Month Goal	Oct2013-Sep2014 12 Month Actual		Sep2014 Goal	Sep2014 Actual	
362	**149**		**31**	**65**	
Hours	Hours		Hours	Hours	

Hours Not Worked

Good

Legend: Data — Median — Goal — Benchmark

Oct2013-Sep2014 Pareto Analysis

Sick: 125 (84%)
Funeral: 24 (16%)
None: 0 (0%)
None: 0 (0%)
None: 0 (0%)

Legend: Number — Cumulative % — Individual %

Report Generated: 10/14/2014 | Data Expires: 10/16/2014

Monthly Measurement | Page 1